

Village Board Official Minutes
Village of Waterford
May 12, 2014

The meeting was called to order at 6:30 p.m.

Roll Call – Ron Kluth, Stephen Denman, Jerry Filut, Tom Roanhouse, Tamara Pollnow, Tom Christensen, Don Houston. Also present: Rebecca Ewald, Marcy Hasenstab, Jeff Dolezal, Rick Mueller, Barbara Messick, Howard Bryant, Andrew Hunn, Jason Karweik, Lindsey Anderson, Cheryl Mazmanian, Dave Fidlin

Public Hearing

Public Appearances

1. Andrew Hunn, Northwestern Mutual – Annual Review of the Waterford Pension Trust.

Motion made by Kluth, seconded by Pollnow to move Agenda Item #10 up on the agenda. Motion carried.

The Board was asked to review and act on Resolution #757 – Investment Policy Statement for the Waterford Pension Trust. Annually the funds in the pension are reviewed by the Finance Committee and Village Board. In 2008 the Board passed a resolution similar to the one presented; however, the new proposed resolution increases our fund options from approximately 25 to 50 and provides a bit more detail on each topic highlighted in the resolution. Northwestern Mutual is recommending that an updated investment policy statement be reviewed and acted upon by the Village. Following approval of the updated policy, staff will be preparing an annual procedure for pension trust activities for Finance Committee and Board approval in June. Motion made by Kluth, seconded by Pollnow to approve Resolution #757 – Investment Policy Statement for the Waterford Pension Trust. Motion carried.

Back to Public Appearances

Lindsey Anderson & Cheryl Mazmanian provided an overview of the Western Racine County Health Department 2013 Annual Report .

Reading and Approval of Minutes

Motion made by Christensen, seconded by Denman to approve the April 28, 2014 meeting minutes. Motion carried.

Unfinished Business

Review and act on banking services. In 2009 the Village entered into a 5 year banking agreement with BMO Harris with the option to extend the contract for 2 years if approved by the Village. In April the Finance Committee provided direction to request a cost for services for an additional 2 years from BMO Harris and should the Village opt to RFP, extend the service area for banking services to include Burlington, Mukwonago and East Troy, located in neighboring counties. BMO Harris agreed to extend the banking agreement for an additional 2 years and hold pricing the same. Staff is requesting direction on whether the Village desires to extend BMO Harris agreement for 2 years or send out an RFP. The Finance Committee provided the Treasurer the authority to negotiate with BMO Harris for the extension. If the Treasurer deems it necessary to go forward with a banking RFP. Motion made by Kluth, seconded by Houston to approve the 2 year extension with BMO Harris and direct the Treasurer to discuss remote capture and interest rates with BMO Harris and proceed based upon review of BMO Harris response. Filut abstained from the vote. Motion carried.

Review and act on request for architectural services for options to expand Station 2. Plunkett Raysich designed Station 2. The Village of Waterford has requested a quote for services to provide architectural guidance, layout and construction estimates for the following options to Station No. 2 located at 819 Mohr Avenue constructed in 2006. Several options were requested to provide the Village Board with options that may be phased over a period of time. The Village has an immediate need to provide sleeping quarters for a minimum of 2 individuals as soon as possible. The Fire Chief desires to present the options produced by the architect to the Village Board by August or sooner so adequate

direction may be provided in the 2015 annual budget. Currently there are no funds budgeted for architectural services. The Board could utilize some impact fees and general fund balance to pay for these services. Motion made by Denman, seconded by Christensen to approve the architectural services not to exceed the \$5,350 to include reimbursable and to authorize the Village Attorney to review the contract. Motion carried.

The Board was provided an update by Ewald on the CSS funds. The Village has received notifications from the DOT that they will only be providing 1.5% of DOT project costs to the Village. At the 4/28 meeting the Board approved the cost estimates for streetscape improvements recommended by the Plan Commission. Now that this information has been completed, the data and costs could be utilized to enter into a CSS agreement with the DOT. The Village President continues to pursue communication with Representative Dave Craig's office and will provide a verbal update at the meeting. Motion made by Denman, seconded by Filut to proceed with the agreement with the DOT for the 1.5% CSS funds. Motion carried.

Update on installation of traffic signals at First Street/Main Street. The DOT has confirmed the project is moving forward. The final plans were submitted to our Central Office for final review. The project has met all the checks necessary in this Region. The plans are expected to be advertised in July and let in August. The installation of the light and associated intersection construction will begin in mid to late September 2014. Construction is anticipated to be completed by November 2014. As of this week, the demolition contractor has noted to the Village that his work schedule is still behind and demolition of the Riverhouse property will not likely occur until mid-June. This is informational only.

New Business

Barbara Messick provided an overview of the project plan for e-mail and 2014 funding recommendation. Following up on the motivation for the new village website, to improve communications, we are proposing to replace the existing email system. The TDS email system currently provided by TDS lacks critical capabilities for Village communications and does not meet compliance requirements of Wisconsin State Statutes. The proposal is to replace the Village email system with a Google, Inc. cloud hosted system using Google Apps for Government. This package of software products will provide us with email, calendaring, and document management, and is currently in use by over 1,600 government entities. Village email addresses will coordinate with the new website domain name. Each user will have 30GB of storage, and will provide easy archiving of all emails. The cloud hosting provides 100% offsite processing and storage of messages. Google hosting also provides advanced security, encryption services, and up-to-date malware and virus protection. The Village will be purchasing licenses for employees, trustees, and committee members for a total of 20 accounts at a cost of \$10 per user per month. The implementation is planned to coincide with the new website roll out at the end of the 3rd quarter. Motion made by Kluth, seconded by Houston to approve the project plan to implement Google email for 20 Full-time/Part-time employees, trustees, and committee members. Motion carried.

Review and act on Resolution #756 – In Support of the Establishment of a Single County Health Department to Consolidate Health Services Currently Provided by the Western and Central Racine County Health Departments, and in Support of the Establishment of a Board of Health. As discussed on April 28, the County has offered to provide county wide health department services. As a part of moving forward the County has requested communities that desire to participate in the County wide system to pass the attached resolution by June 1 and submit it to the County Executive. The Administrator, President and current Health Board representative Marge Schuette will be attending the next meeting on the establishment of a new County wide system and board of health on May 23. Motion made by Pollnow, seconded by Denman to approve Resolution #756 in Support of the Establishment of a Single County Health Department. Motion carried.

The first reading of Ordinance #617 – Amending the Code of the Village of Waterford, Racine County, Wisconsin, Shoreland-Wetland and Shoreland Zoning. 2013 Wisconsin Act 80 repeals the requirement that a county shoreland zoning ordinance continues to apply to a shoreland area that was annexed to a city or village after May 7, 1982, and any shoreland area that was part of a town that incorporated as a city or village after April 30, 1994. Instead, Act 80 requires municipalities to enact shoreland zoning ordinances, by July 1, 2014, that apply to any shoreland area annexed by a city or village after May 7, 1982, and to any shoreland area that was subject to a county shoreland zoning ordinance prior to being incorporated after April 30, 1994. Under the Act, a county shoreland zoning ordinance that was applicable to shorelands prior to annexation or incorporation continues in effect until the city or village enacts its own shoreland zoning ordinance with the minimum requirements described above. This is a first reading only. No action required.

The Board was asked to review and provide direction on Village Board training. In 2013 staff requested direction from the Board as to whether there was a desire to pursue a training or educational opportunity for the Board. The Board did not elect to pursue training at that time. Some suggested topics are open meetings law, public records and retention, municipal legislative procedures relative to the open meeting law, insurance, conflicts of interest and ethics, public official liability, etc. and other items that will assist new board members transition into their new role as Trustee as well as a refresher for current Board members. The training could be held prior to a regularly scheduled board meeting. Please note that the Administrator and Administrative Analyst will be working on the creation of a elected and appointed officials handbook in 2014. New trustee Jerry Filut and current trustee Tamara Pollnow have volunteered to review final drafts of the document and provide input on the document prior to completion. The goal will be to complete this document by the end of 2014. The Board took no action on this agenda item.

Invoices & Finances

Motion made by Kluth, seconded by Filut to approve the pre-pays \$45,086.66. Motion carried. Motion made by Kluth, seconded by Pollnow to approve the un-pays keyed up to 5/8/14 and after 5/8/14 for \$138,941.01. Motion carried.

Report of the Village Administrator

Ewald reported that Waterford Fire Department is hosting a Leadership Series in conjunction with Gateway Technical College at Waterford High School, Thursday, June 26, 6 – 9 p.m. Ewald requested that the board attend the event if their schedule allows it.

Report of Standing Committees - None

Adjournment: Motion made by Christensen, seconded by Pollnow to adjourn at 7:52 p.m. Motion carried.

Submitted by,
Carrie Orlovsky